App. F. IX-4

Previous References

1940-41 (Cens.)

File No. 7-40

Serial Nos. 4

Later References.

PRESERVED

GENERAL AND REVENUE SECRETARIAT.

Serial Nos.

Part B for Mar, 41.

SUBJECT.

Circulars Nos. 12, 13 and 14 issued by the Census Superintendent.

WD 0573—GPB—22,500—12-9-39

12.8.41

Circulars issued by the Census Supdt.

G.R.S. III—3]

ROUTINE NOTES.

3649
GM

[To be used only for notes, requisitions, etc., not intended for permanent record.]

From the Census Supdt
Letter No 11752 dated 5/2/41
forwards for information
Copies of the circulars Nos.
12, 13 and 14 issued by him
in connection with the Census
Operations.

Submitted for perusal.

BRS
13/2/41

8281
25.2.41

Fd Assistant

26/2

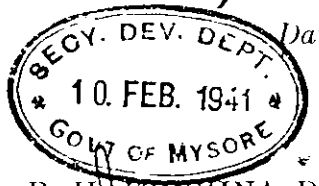
N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

WD 05636—GPB—36,000—20-3-40

Cens. 7- 40 - 4 Gpm 3649

OFFICE OF THE CENSUS SUPERINTENDENT
IN MYSORE,

No. 1752 Cen. 9. Confdl



Dated Bangalore, ...5th February.....194 1.

FROM

P. H. KRISHNA RAO, ESQ., M.A.,
CENSUS SUPERINTENDENT IN MYSORE,
BANGALORE.

Cenus 11/2

To

M. Venkatesa Iyengar, Esq., M.A.,
Secretary to Government,
Development Department,
Bangalore.

SIR,

I have the honour to submit herewith for the information of Government 3 copies each of Circular Nos.12, 13 and 14 issued by me in connection with the Census operations.

I have the honour to be,
Sir,
Your most obedient servant,

ss/- Census Superintendent.

Rmr

CIRCULAR.

No. 12

OFFICE OF THE CENSUS SUPERINTENDENT IN MYSORE,

Bangalore, dated 2nd September 1940.

FROM

P. H. KRISHNA RAO, ESQ., M.A.,
Census Superintendent in Mysore,
Bangalore.

To

All Deputy Commissioners and Presidents of City Areas.

SUBJECT.—Final Formation of Census Divisions.

SIR,

The Charge Lists in the final form will have to be submitted before the end of September 1940, after the house-numbering and the writing up of House Lists are completed. It is incumbent on Charge Superintendents to see that this work is correctly done. They are therefore expected to check at least 10 per cent of the houses and 10 per cent of the House Lists and to see that the Check Register prescribed in Circular No. 2936-3096, dated 30th August 1940 is opened and maintained up-to-date.

2. While forwarding final proposals for division into Circles and Blocks and for the appointment of Supervisors and Enumerators, the following points must be borne in mind:—

(1) In a Municipal Area, (a) the formation of Census Circles should correspond to the Division of the area for Municipal purposes, and (b) the Circle must be easily distinguishable on the spot. Boundaries of the Circles should also be clearly marked on the Municipal map, as extracts from the map relating to each Circle will have to be given to each Supervisor. In the case of Rural Area, as soon as the new Taluk maps are supplied to the Amildars, the boundaries of the Hoblies as at present constituted must be unmistakably ascertained and marked on the map, *first* in black pencil and after they have been verified and found correct by the Amildar, in red or blue pencil. The Circles should be marked on these Taluk maps only after the final division into Circles has been approved by the Census Superintendent.

(2) The provisional formation of Blocks was made after dividing the estimated number of houses into groups of 40 to 50. Now that the actual number of families is ascertained by numbering houses, the size and location of the Blocks may vary. There is nothing sacred about the number 40 or 50. The number of families in a Block may vary considerably, so long as the Block is well defined geographically on the spot, and comprises groups of a certain community or class, and can conveniently be managed by one Enumerator. It must be remembered that it is the number of *families* in a Block that determines the work of the Enumerator and not merely the number of *houses*, in many of which people may not live. In the final arrangements therefore the number of Blocks may vary considerably as compared with the preliminary proposals.

(3) Supervisors must be specifically allotted to particular Circles, and the Charge Superintendents must verify that Supervisors are properly selected, that they reside either in the Circle itself or close to it, and that they can conveniently attend to the work of supervision. Unwilling or doubtful persons must be avoided. The Reserve Supervisors must also be allotted as far as possible to specific circles.

(4) Similarly, Enumerators must be allotted to specific Blocks, must be willing workers, and must reside either in or near the Blocks, and the Reserve Enumerators must be allotted to each circle.

(5) The Blocks must be given both a number and a name so that they may be easily identifiable, *e.g.*, Fort Block, Bazaar Street, Brahmin Street, Adikarnataka Block, etc., and the first and last Census number of each Block must also be noted as, *e.g.*, Block I-1 to 78, Block II-79 to 130 and so on.

(6) Particular care must be taken to see that special areas like Railway Colonies, Department of Public Works Colonies, Electric Colonies, Police Lines, Military Lines, big Hospitals, Jails, big Hostels, etc., are constituted into distinct Blocks or Circles, as the case may be, according to their sizes, and included in the ordinary Circles or Charge. Cases in point would be Railway premises, the Colonies at Thippagondanahalli, Marconahalli, Shimshapur, Sivasamudram, large Irrigational projects in progress, etc. Houses should be numbered and House Lists prepared for such Colonies under the general supervision of the Charge Superintendent, the Departmental staff being utilised both for numbering houses and writing the House Lists, if desired.

A copy of this Circular has been forwarded to the Charge Superintendents direct.

I have the honour to be,
Sir,
Your most obedient servant,

P. H. KRISHNA RAO,
Census Superintendent.

MEMO.

Copy is forwarded to the Charge Superintendent for information and necessary action.
Copy is forwarded to the Sub-Division Officers information.

S. Nagaraja
For *Census Superintendent.*

WD 321—GPB—420—8-9-40

OFFICE OF THE CENSUS SUPERINTENDENT
IN MYSORE.

Circular No. 13 *Dated Bangalore, the 15th November* 1940.

To

ALL THE CHARGE SUPERINTENDENTS.

Subject:—Training of Supervisors and Enumerators.

The attention of the Charge Superintendents is invited to this office Circular No. 5729-5890, dated 25th October 1940, prescribing a calendar for the items of work to be completed before the end of November 1940. It is presumed that steps have been taken by the Charge Superintendents to appoint Supervisors and Enumerators in their several Charges before the due date. Arrangements should be made to complete the other items of work before the dates prescribed for their completion, so that suitable arrangements may be made for the training of Supervisors and Enumerators with effect from 1st December 1940. Copies of the booklet containing instructions to Supervisors and Enumerators have already been sent to the Charge Superintendents for distribution among the Supervisors and Enumerators soon after their appointment. A few copies of the booklet in English have also been sent for the use of the Charge Superintendents and the Revenue Inspectors who are expected to assist the Charge Superintendents in all branches of census work in rural areas. It is essential that every Supervisor and Enumerator should receive sufficient training so that he may be fully qualified to carry on the enumeration work, understand the significance of each question to be put and elicit correct answers to all the questions. In order to achieve this object, it is necessary to make arrangements for the systematic training of Supervisors and Enumerators in the enumeration work. The Charge Superintendents are requested to make the following arrangements for the purpose. The training should commence from 1st December 1940 after all the items of work mentioned in the Circular dated 25th October 1940 are completed. The training will continue till about the end of January 1941:—

(1) The Charge Superintendents are primarily responsible for the training of Census Officers in their respective Charges. In order that they may be able to give proper instructions to these Officers, they must themselves study the instructions contained in the booklet supplied to them and practise enumeration on the sample forms of slips already sent to them. Doubts and difficulties which they may feel in the course of practice enumeration should be got cleared up in communication with this office, if those difficulties cannot be solved by carefully going through the instructions contained in the booklet and other Circulars issued from this office from time to time.

(2) A meeting of the Supervisors of each Charge should be held before the 5th of December 1940, at which the Charge Superintendents should explain to the Supervisors the several instructions contained in the booklet for answering the questions. The Supervisors should, at the meeting, be made to enter the practice enumeration slips for two or three families and the slips written up should be examined by the Charge Superintendents and errors committed should be pointed out to all the Supervisors. If it is not possible to assemble all the Supervisors of the Charge in one particular place for this purpose, a few suitable centres may be selected for these meetings in order to avoid unnecessary journeys on the part of the Supervisors. It is essential that the Charge Superintendent should, in the first place, study himself the instructions carefully so that he may be in a position to clear all the doubts and difficulties brought to his notice by the Supervisors at the meeting. It is also his duty to see that each and every Supervisor in his Charge receives adequate training, so that he may be able to give instructions to Enumerators to carry on the enumeration work properly. It is therefore necessary that

the Charge Superintendent should arrange to meet his Supervisors at least three to four times during the months of December 1940 and January 1941 and by actual test satisfy himself that they are all fit to carry out the duties assigned to them.

(3) Each Supervisor should be instructed to hold meetings of Enumerators of his Circle before the 15th December 1940 and instruct them in enumeration procedure. The duties assigned to the Enumerators should be clearly explained at the meetings and they should be given instructions in the matter of writing up the enumeration slips and recording answers to the several questions. The Enumerators must be made to write at the meeting, slips for one or two families and the slips written up by them should be examined and corrected by the Supervisor and the mistakes noticed should be pointed out to all the Enumerators present and the correct way of answering such questions explained to them. The writing of practice enumeration slips is an essential part of the training in enumeration. A sufficient number of practice enumeration pads will be supplied to all the Charges and it is necessary that all Officers in the Charge from the Charge Superintendent down to the Enumerator should actually practise enumeration on those slips and have all the doubts and difficulties cleared well before the date of commencement of preliminary enumeration. It is the duty of the Supervisor to see that each and every Enumerator in his Circle is trained properly and he should satisfy himself that there is none among them who cannot understand the significance of each question and elicit proper answers to these questions. If any Enumerator is found not fit to carry on enumeration, the Supervisor should immediately make a report to the Charge Superintendent concerned and have a suitable substitute appointed in his stead, if possible.

(4) In order to systematise the work of training in the Charge, it is necessary that the Charge Superintendent should formulate a programme for the training of Supervisors and Enumerators in his Charge. The programme for the training of Supervisors should show the places selected for holding meetings and the dates and hours fixed for such meetings. All the Charge Superintendents should prepare a programme in this manner for the months of December 1940 and January 1941 and submit a copy each to this office and to the Deputy Commissioner and the Divisional Census Officer, *before the end of this month.* The undersigned and his assistants may attend some of these meetings of Supervisors arranged for by the Charge Superintendents but *it should be clearly understood that irrespective of such visits by the Census Superintendent or his Assistants, meetings must be held and the programme of training proceeded with.* It would be desirable for Divisional Census Officers also to attend some of these meetings and make sure that the instructions are correctly conveyed.

(5) Similarly, the Supervisors in the Charge should be asked to draw up a programme of training of their Enumerators indicating the place or places and the dates and hours fixed for such meetings. The Charge Superintendent should see that the meetings are held strictly in accordance with the programme approved by him and he should also make it a point to attend some of the meetings held by the Supervisors in his Charge and satisfy himself that adequate training in actual enumeration work is received by the several Enumerators in his Charge. Before the date of preliminary enumeration, each Enumerator must be made to enumerate at least six families and the Supervisor should make it a point to check and scrutinise the entries made by the several Enumerators so that the errors committed by them are pointed out to them and clear instructions issued for their rectification.

(6) Fortnightly progress reports of meetings held by the Charge Superintendents and the Supervisors in the Charge, should be submitted to this office and to the Divisional Census Officers concerned in the accompanying forms, during the months of December 1940 and January 1941. The report for the first fortnight in the month of December 1940 should be submitted so as to reach this office not later than 20th December 1940, the subsequent reports being submitted once every fortnight from that date. The Divisional Census Officers should review the reports received by them and send them to this office through the Deputy Commissioner concerned.

(7) The same procedure with the necessary modifications should be adopted in the matter of training Supervisors and Enumerators in the City areas.

P. H. KRISHNA RAO,
Census Superintendent.

MEMO.

Copy of the above is forwarded with compliments to the Deputy Commissioners of Districts and Divisional Census Officers for information and necessary action.

P. H. KRISHNA RAO,
Census Superintendent.

Progress Report of training of Supervisors for the fortnight ending.....

(*To be submitted by the Charge Superintendent.*)

Name of Charge.....

Date of meetings held by the Charge Superintendent	Place of meeting	Attendance		No. of enumeration slips got written up by Supervisors and checked by the Charge Superintendent
		Total No. of Supervisors in the Charge	No. present	
1	2	3	4	5

Progress report of training of Enumerators for the fortnight ending.....

(*To be submitted by the Supervisor.*)

Name of Charge.....

No. of Circle	Date of meetings held by the Supervisors	Place of meeting	Attendance		No. of enumeration slips got written up by Enumerators and checked by the Supervisors
			Total No. of Enumerators in the Circle	No. present	
1	2	3	4	5	6

WD 705—GPB—1,000—8-11-49

OFFICE OF THE CENSUS SUPERINTENDENT
IN MYSORE,

No. 14 *Bangalore, dated the 4th January 1941.*

FROM

The Census Superintendent in Mysore, Bangalore.

To

All the Charge Superintendents.

SUBJECT :—Distribution of Enumeration Pads for Preliminary and Final Enumeration.

Enumeration pads for Preliminary and Final Enumeration required for use in the several charges, based on the estimated population of the charge furnished in the Charge Abstract with a margin of about 5 per cent, will be sent by Railway parcel or by Buses so as to reach the several charges by about the 15th January 1941. *The pads are not meant for practising Enumeration or for making a draft record. They should be used only for Prilimiuary and Final Enumeration and should be written up neatly from the beginning.*

2. The Enumeration pads that will be sent now will be of two sizes, *viz.*, (i) pads containing 100 slips each, and (ii) pads containing 50 slips. Pads of 25 slips each are under preparation and, they will be supplied later on to meet additional demands, if any. The number and kind of pads sent will be noted in the invoice accompanying the bundles. As soon as the parcels are received, the Charge Superintendent should examine the contents of each parcel with reference to the invoice accompanying and satisfy himself that the quantity sent is in accordance with that noted in the invoice. He should then send to this Office an acknowledgment for having received the pads, in the accompanying form (Form "A").

3. Pads of different sizes received should be separately counted and a continuous serial number should be given to the pads of each size, the number being noted below the name of the District on the facing sheet. For example, if 150 pads of 100 slips and 100 pads of 50 slips are supplied to a charge, all the 150 pads of 100 slips should be serially numbered from 1 to 150 and similarly all the 100 pads of 50 slips should also be serially numbered from 1 to 100 so that there will be no 2 pads of the same size bearing the same number in the charge. For the sake of distinction the numbers on the pads of 100 slips may be marked in red ink or red pencil and those on the pads of 50 slips in black ink or blue pencil, etc. This work of numbering the pads should be done in the office of the Charge Superintendent before distribution.

4. A separate stock book should immediately be opened in each charge showing the receipt and issue of the Enumeration pads and entries in the stock book should be made as and when each transaction takes place. This stock book should be in the form appended (Form "B"). *These Enumeration pads should be stored in a place safe from rats and white-ants, until they are distributed.* Particular care should be taken in the distribution of these pads with due regard to economy and the actual number of pads of different sizes required for use in each block should be carefully estimated and the total number of pads required for a Circle should be handed over to the concerned Supervisor and an acknowledgment should be taken from him for the different kinds of pads supplied to him. As far as possible the pads to be supplied to a Supervisor should bear continuous serial numbers; for example 15 to 30, 48 to 78 and so on. A form of acknowledgment to be taken from Supervisors is appended (Form "C").

5. Each Supervisor should maintain a statement showing the number of pads of different sizes received for distribution to Enumerators and the number actually distributed by him from time to time, and this statement will be in the accompanying form (Form "D").

6. The Supervisor should see that there is no avoidable wastage and that each Enumerator receives only as many pads as are required for use in his block. These pads may be supplied according to the following scale :—

Blocks containing houses.	*Total number of slips to be supplied.*
Up to 10	.... 1 pad of 50 slips.
From 10 to 20	.... 1 pad of 100 slips.
„ 20 to 30	.... 1 pad of 100 slips and 1 pad of 50 slips *or* 3 pads of 50 slips.
„ 30 to 40	.... 2 pads of 100 slips each *or* 4 pads of 50 slips each.
„ 40 to 50	... 2 pads of 100 slips each and one of 50 slips.
„ 50 to 60 and above	.... 3 pads of 100 slips each.

7. When pads containing the required number of slips are not available those with a smaller number may be given so that the Enumerator may be in possession of the total number of slips required for Enumeration, in his block, with a reasonable margin for wastage. The Enumerator should use the pads one after another and he must begin writing in the second pad after all the slips in the first pad are written up.

8. As already stated, the number of enumeration pads despatched to each charge is based upon the estimated population as could be gathered from the Charge Abstract. If at the time of actual distribution on the scale indicated above the Charge Superintendent finds that the number of pads received by him is not adequate, he should immediately send a requisition to this Office for the number of pads of different sizes that are required by him. *This should be done without any loss of time and a report as to the adequacy or otherwise of the Enumeration pads received in the charge should be submitted to the Census Superintendent within three days from the date of receipt of the parcels in the Office of the Charge Superintendent concerned.* Pending the receipt of an additional supply for distribution on the scale prescribed, at least a partial supply should immediately be made to each and every one of the Enumerators in the Circle so that there is no Enumerator in the charge who has not received at least a single pad to start the preliminary enumeration in each and every block assigned to him on 1st February 1941. If more than one block is assigned to an Enumerator, he must invariably use a separate pad for each Block. The Charge Superintendent is personally responsible to see that this procedure is strictly followed in all the circles in his charge.

9. The Charge Superintendent who does not receive the first supply of pads before the 20th January 1941, should report the fact to this Office by *wire*. Similarly if requisitions for further supply of pads are not complied with within a week from the date of such requisition a reminder should be sent to this Office by telegram.

10. Spare copies of forms 'C' and 'D' will be supplied in time for use by the Supervisors.

P. H. KRISHNA RAO,
Census Superintendent.

MEMO.

Copy of the above is forwarded with compliments to..... ..... for information and for necessary instructions being issued to all the subordinate officers concerned.

S. Nagabhushanam
For *Census Superintendent.*

FORM "A."

OFFICE OF ....

Dated .....

To

THE CENSUS SUPERINTENDENT IN MYSORE,

BANGALORE.

I, the Charge Superintendent of.....

$\frac{\text{Taluk}}{\text{Town or City}}$ acknowledge the receipt of Enumeration pads despatched as per your Invoice No. ....., dated..... ....., in tact. I have verified the contents with the figures entered in the invoice and find them correct.

Station ..... *Charge Superintendent.*

Date.....

FORM "B."

Stock register to be maintained in the Office of the Charge Superintendent.

RECEIPTS					ISSUES					
Invoice Number and Date.	Date of Receipt	Number of pads of			Date of issue	Circle No. of Supervisor and his name	Number of pads with their Sl. Nos. of			Supervisor's Signature
		100 slips	50 slips	25 slips			100 slips	50 slips	25 slips	

FORM "C"

FROM

THE SUPERVISOR,

CIRCLE NO. .....

.....

To

THE CHARGE SUPERINTENDENT,

.....

I, the Supervisor of Circle No. ....acknowledge the receipt of Enumeration pads as noted below.*

Station.....

Date.....

Signature of the Supervisor.

No. of pads of 100 slips .....

„ 50 slips .....

„ 25 slips .....

"FORM No. D."

Statement to be maintained by the Supervisor for accounting for the stock received by him.

WD 1178—GPB—5,000—6-1-41

Receipts				Issues				
Date	Number of pads of			Date	Number of pads of			Signature of the Enumerator and his Block No.
	100 slips and the first and last serial numbers of the pads	50 slips and the first and last serial numbers of the pads	25 slips and the first and last serial numbers of the pads		100 slips and the serial numbers of the pads	50 slips and the serial numbers of the pads	25 slips and the serial numbers of the pads	